



Submitting Invoices without a Purchase Order or Service Contract


BRASS Supplier Portal

A decorative graphic in the bottom left corner consisting of several overlapping squares in shades of orange, light orange, and blue.

BUREAU OF PURCHASING

DEPARTMENT OF FINANCE



CITY OF NEW ORLEANS



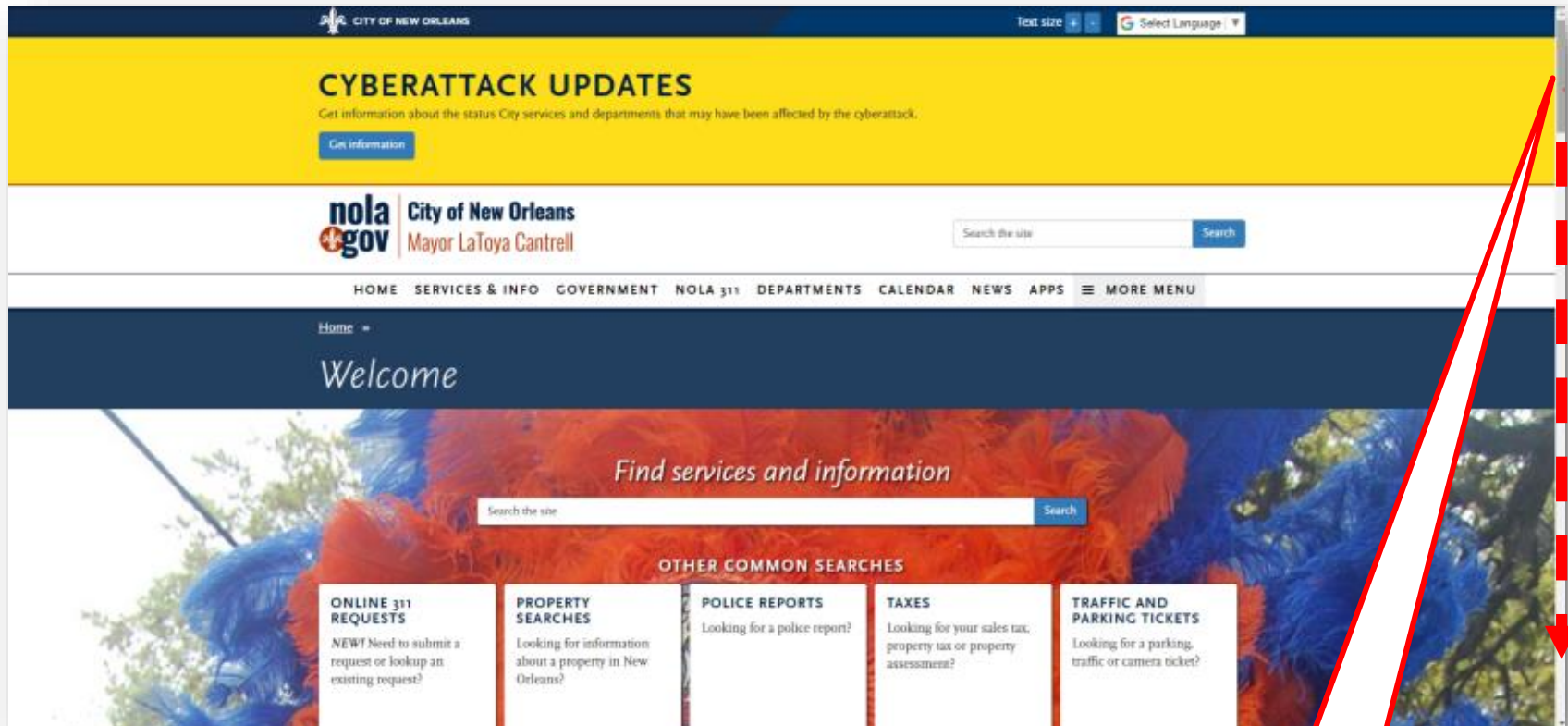
City code prohibits City employees from ordering, requesting, or receiving goods without an approved purchase order (PO) or fully executed contract/service agreement. See sections 70-420 and 70-421 of the Home Rule.

If you've already completed work without a PO, you can submit your invoice as an expense.

Please be aware that if you submit an invoice without a PO or Contract/Service agreement, your payment will be delayed. Going forward, please be sure to obtain a PO or Contract/Service Agreement before delivering goods or performing any services for the City.












Navigate to Nola.gov, then use the scroll bar to scroll to the ***Most Requested Services***.



Drag scroll bar down

Click **BRASS Supplier Portal**.

Most requested services

 CITY HALL City Hall Hours Monday–Friday 8:00AM–5:00PM	 311 Submit a request online Look up a request Explore all requests Frequently asked questions	 BIDS & CONTRACTS BRASS Supplier Portal Search contracts
 BRAKE TAGS Cost Locations What to expect	 GET PERMITS Business permits Building permits Residential permits Event/Film permits	 JOBS WITH THE CITY Find jobs and apply online Find unclassified jobs
 PAY TAXES Sales/Use/Parking Tax Property Tax Vehicle License Renewal	 PAY TICKETS Traffic tickets Parking tickets Camera violations	 TRASH AND RECYCLING Residential trash and recycling schedule Get a bin What can be recycled?

Click here

Click ***Sign in or Register***, then click **Sign In**

The screenshot shows the 'Supplier Portal' for the City of New Orleans. The header includes the text 'BUDGET, REQUISITION & ACCOUNTING SERVICES SYSTEM' and 'Supplier Portal'. Below the header, there are links for 'Forgot User Name' and 'Register As A Supplier'. The main content area has a heading 'Portal for the City of New Orleans' and a paragraph explaining the portal's purpose. It mentions that the website is free and that procurement activities are subject to the State of Louisiana's ordinances and policies. It also states that users who have previously created a BRASS account can access their information using the 'Sign In' option in the upper right hand corner. A red callout line points from a text box at the bottom right to the 'Sign in or Register' button in the top right corner of the page. The button is labeled 'Sign in or Register' and has a dropdown menu that also shows 'Sign in or Register'.

BUDGET, REQUISITION & ACCOUNTING SERVICES SYSTEM Supplier Portal

Forgot User Name Register As A Supplier

ision, and Accounting Services System

Portal for the City of New Orleans

This is the supplier portal for the purpose of doing business with the City of New Orleans. This website is FREE to all suppliers. Reminder that the City of New Orleans procurement activities are subject to the State of Louisiana ordinances and policies, as well as applicable federal statutes as directed by grant providers.

Previously created a BRASS account can access their information using the "Sign In" option in the upper right hand corner of this page.

Users who have not created a BRASS account can do so by clicking the "Register as a Supplier" link below.

Users who are viewed as possible sources; however, enrollment does not guarantee your automatic inclusion as a bidder/respondent for all applicable solicitations.

[Learn more info about BRASS](#) | [Guide to Procurement with the City](#) | [Supplier FAQ](#)

... Bid Opportunities ... Contracts ...

new users

How to **Register as a Supplier**.
Click on the **Terms and Conditions**, then click Next.
Click on the **Contact and Company Information** pages.

Opportunities to bid

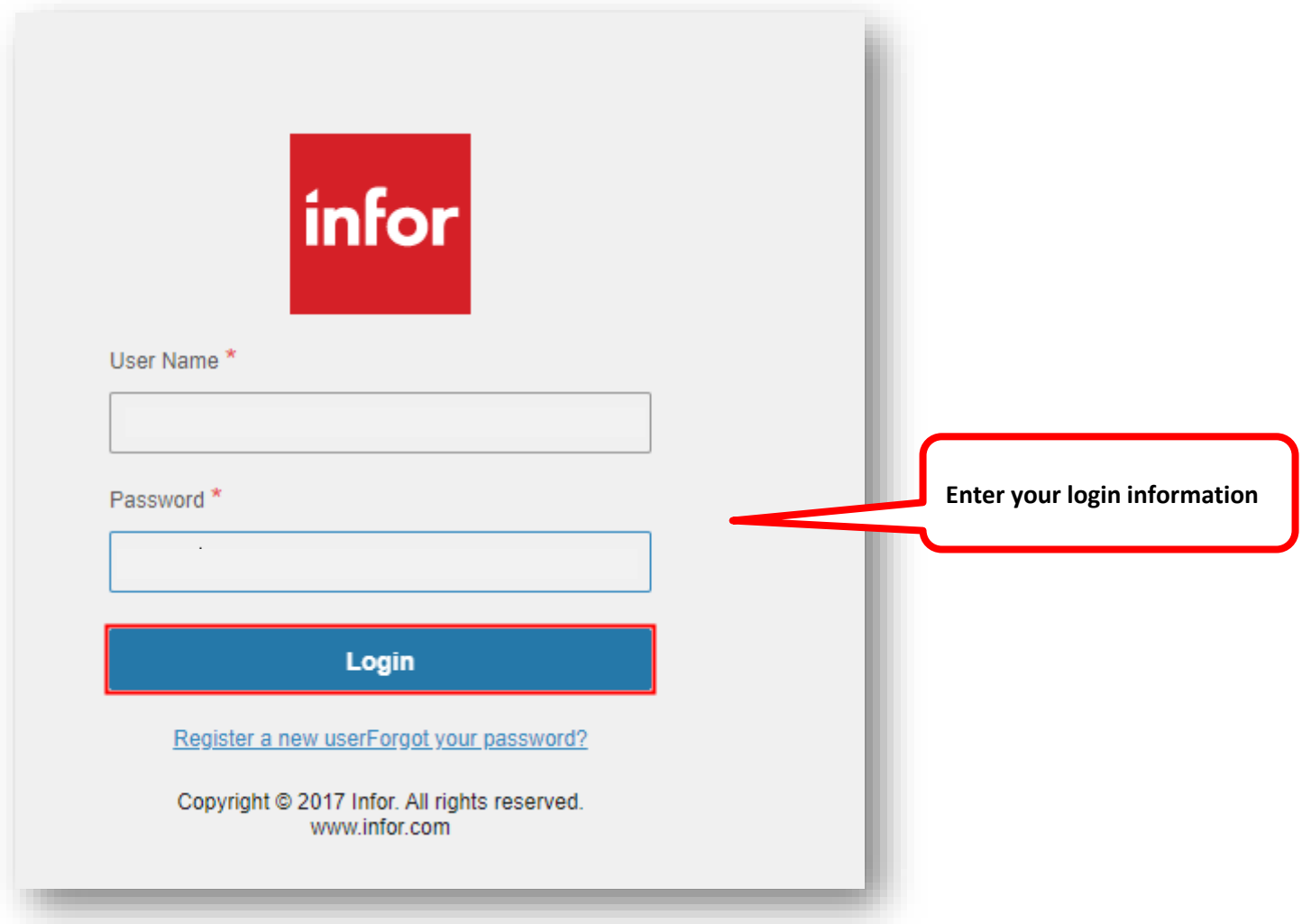
To search for open solicitations, please click on the below link.

Looking for contracts?

You can search and view contracts at contracts.nola.gov

Click here. When the drop down menu appears, click Sign In

Enter your log in information, then click **Login**.



The image shows a login form for Infor. At the top is the Infor logo, which consists of a red square with the word "infor" in white lowercase letters. Below the logo are two input fields: "User Name" and "Password", both marked with a red asterisk. The "User Name" field is a simple white rectangle. The "Password" field is a white rectangle with a blue border. Below these fields is a blue button with the word "Login" in white. At the bottom of the form are two links: "Register a new user" and "Forgot your password?". Below the links is the copyright notice: "Copyright © 2017 Infor. All rights reserved. www.infor.com". A red speech bubble with a black border points to the "Password" field, containing the text "Enter your login information".

infor

User Name *

Password *

Login

[Register a new user](#)[Forgot your password?](#)

Copyright © 2017 Infor. All rights reserved.
www.infor.com

Enter your login information



Supplier Portal

Instructions And

Refresh

Instructions And

(A)

Orders

Create Invoices

Manage Self Created Invoices

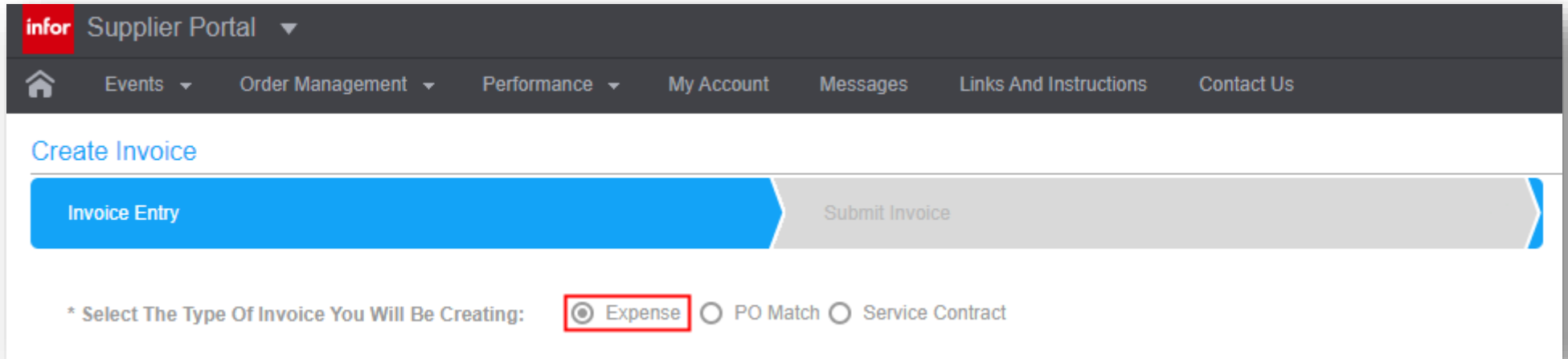
Receipts

Invoices

Payments

Click [Order Management](#) then
click [Create Invoices](#).

Select the **Expense** radio dial.



The screenshot shows the 'infor Supplier Portal' header with navigation links: Home, Events, Order Management, Performance, My Account, Messages, Links And Instructions, and Contact Us. Below the header is the 'Create Invoice' section. It features a progress bar with two steps: 'Invoice Entry' (active, blue) and 'Submit Invoice' (disabled, grey). Below the progress bar, a label reads '* Select The Type Of Invoice You Will Be Creating:'. There are three radio buttons: 'Expense' (selected, highlighted with a red box), 'PO Match', and 'Service Contract'.

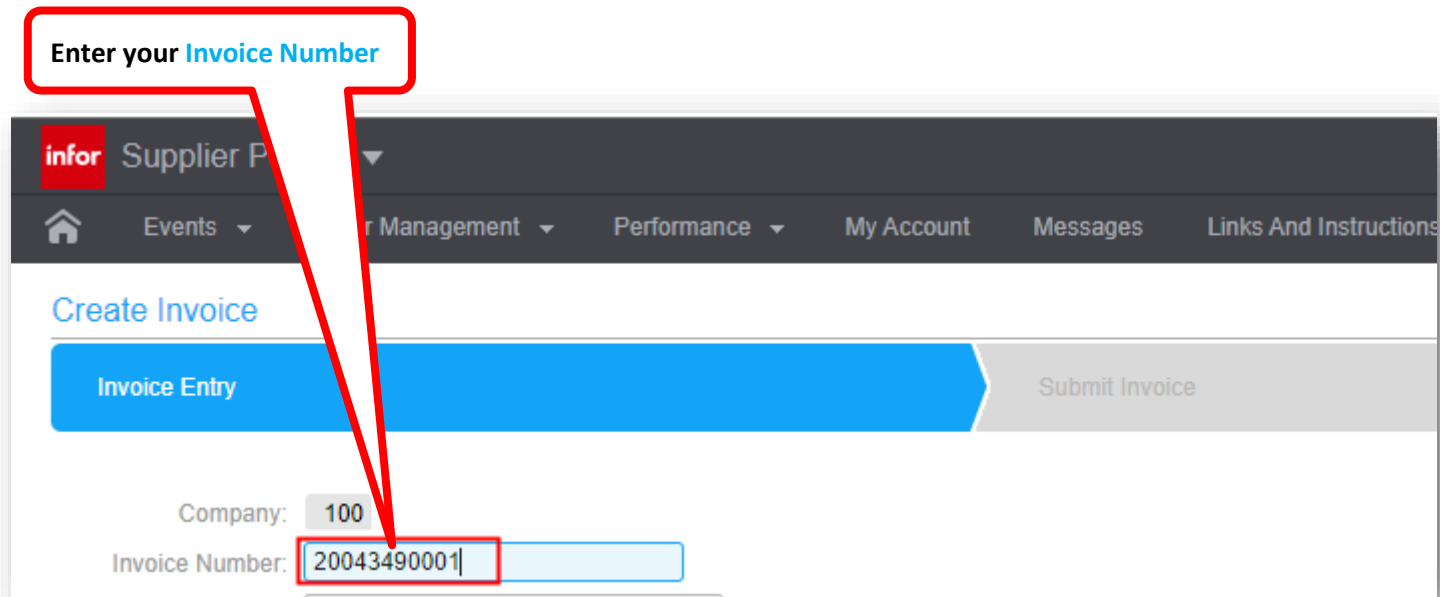
Reminder: City code prohibits City employees from ordering, requesting, or receiving goods without an approved purchase order (PO) or fully executed contract/service agreement. See sections 70-420 and 70-421 of the Home Rule.

If you've already completed work without a PO, you can submit your invoice as an expense.

Please be aware that if you submit an invoice without a PO or Contract/Service agreement, your payment will be delayed. Going forward, please be sure to obtain a PO or Contract/Service Agreement before delivering goods or performing any services for the City.

Complete all fields on the ***Invoice Entry*** page.

Enter your **Invoice Number**



The screenshot shows the Infor Supplier Portal interface. At the top, there's a navigation bar with the Infor logo and 'Supplier P'. Below it, a dark grey bar contains links: Home, Events, Management, Performance, My Account, Messages, and Links And Instructions. The main content area is titled 'Create Invoice'. It features two large buttons: 'Invoice Entry' (blue) and 'Submit Invoice' (grey). Below these buttons, there are input fields for 'Company:' (with a dropdown showing '100') and 'Invoice Number:'. The 'Invoice Number' field is highlighted with a red box and contains the text '20043490001'. A red callout box with the text 'Enter your Invoice Number' points to this field.

Description:

Enter a description here. Include the City department and the department rep who requested items/services.

Continue completing the **Invoice Entry** page.

The screenshot shows the 'Create Invoice' page with a progress bar at the top. The 'Invoice Entry' step is active, and the 'Submit Invoice' step is disabled. The form contains the following fields and instructions:

- Company:** 100
- Invoice Number:** 20043490001
- Description:** [Empty text field]
- Invoice Date:** [Calendar icon]
- Invoice Amount:** [Empty text field]
- Attach a scanned copy of the invoice**
- * Invoice Image:** [File upload icon]
- Optionally attach a scanned proof of delivery document**
- Proof Of Delivery:** [File upload icon]

Annotations with red callout boxes provide additional instructions:

- Enter your invoice date** (points to the Invoice Date field)
- Enter your invoice amount** (points to the Invoice Amount field)
- Your submittal must include a copy of your invoice.**
- Click the folder to attach an image of your invoice.** (points to the Invoice Image file upload icon)
- Click Next when you're done.** (points to the Next button)

At the bottom right, there are two buttons: '< Previous' and 'Next >'. The 'Next >' button is highlighted with a red border.

Submit your invoice

Create Invoice

Invoice Entry



Submit Invoice

Submit Invoice

Company: 100 NOLA AP Company

Invoice Number: 20043490001

Invoice Amount: 197.50

Click the **Submit** button to submit this Invoice immediately.

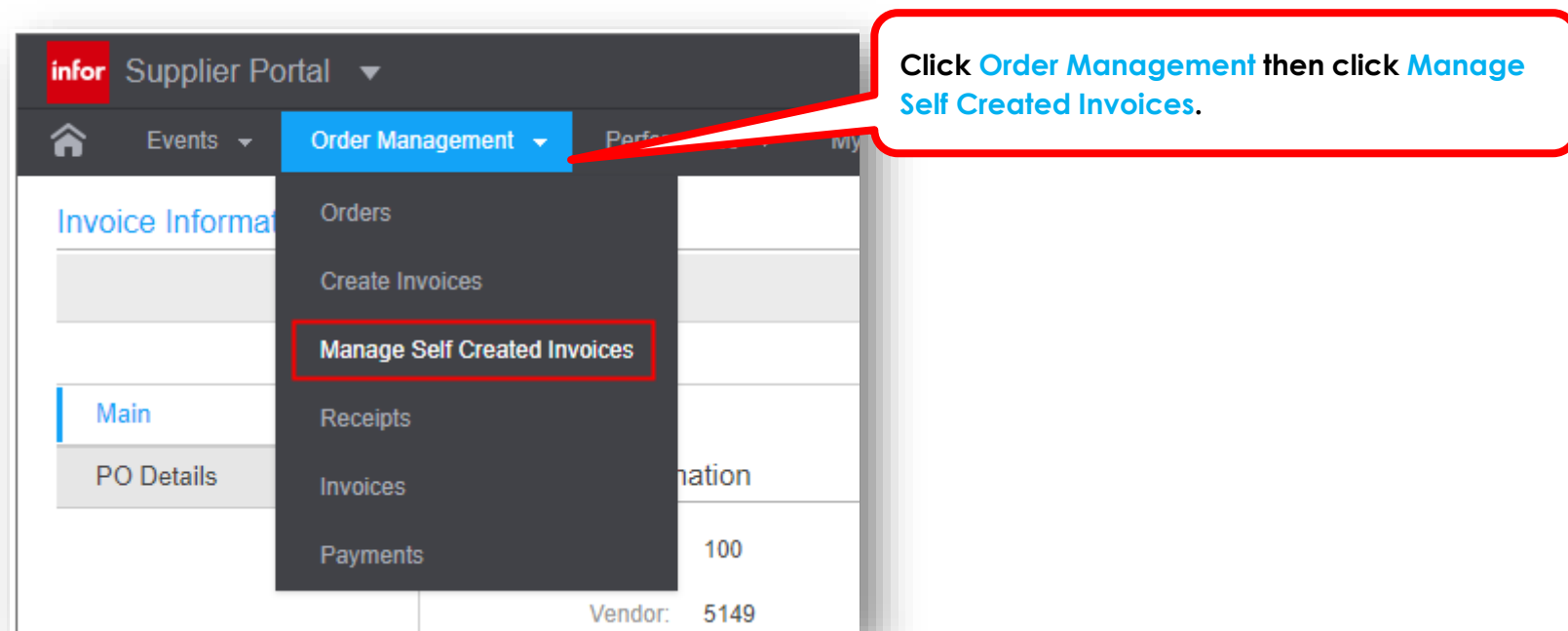
Submit

Click the link below to view the invoice

[View Invoice](#)

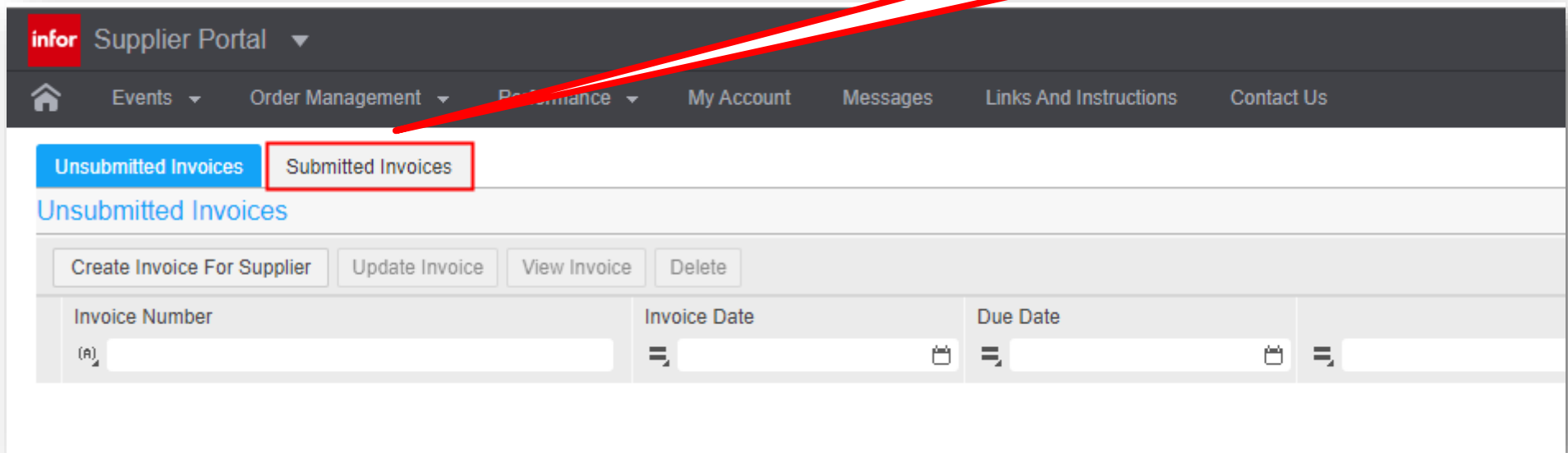
Click the **Submit** button to send your invoice to us.

You just submitted an invoice to the City. You can now review invoices you've submitted or continue working on invoices you have not yet submitted.



Do you want to continue working on invoices or review invoices you previously submitted?

The **Unsubmitted** tab is displayed. Click **Submitted invoices** to review invoices you've already submitted.



The screenshot shows the Infor Supplier Portal interface. At the top, there is a dark navigation bar with the 'infor' logo and 'Supplier Portal' text. Below this is a secondary navigation bar with links: Home, Events, Order Management, Performance, My Account, Messages, Links And Instructions, and Contact Us. The main content area has two tabs: 'Unsubmitted Invoices' (highlighted in blue) and 'Submitted Invoices' (highlighted with a red box). Below the tabs, there is a section titled 'Unsubmitted Invoices' with a sub-header 'Unsubmitted Invoices'. Under this section, there are four buttons: 'Create Invoice For Supplier', 'Update Invoice', 'View Invoice', and 'Delete'. Below the buttons is a table with three columns: 'Invoice Number', 'Invoice Date', and 'Due Date'. Each column has a search icon and a calendar icon. The 'Invoice Number' column has a dropdown menu with '(A)' selected. The 'Invoice Date' and 'Due Date' columns have calendar icons. The table is currently empty.

Invoice Number	Invoice Date	Due Date
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